

Co-Sponsorship of Conferences

Policy: 400.0010

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Advocacy groups, social service organizations, and various other associations periodically ask that DCYF take an active role in co-sponsoring conferences. Requests include help with financial support, resource sharing (such as Xeroxing materials), staff support or other contributions from DCYF. The Department uses the following procedure to determine appropriateness of requests.

Related Procedure...

[Co-Sponsorship of Conferences](#)

Related Policies...

[Core Curriculum](#)

[Requesting Attendance at Training](#)

[Job-Related Conferences](#)

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[Minimum Standards for Staff Training](#)

Co-Sponsorship of Conferences

Procedure From Policy 400.0010: Co-Sponsorship of Conferences

- A. Requests for any type of contribution should be submitted to the Coordinator of Staff Development and Training at least 120 days in advance of the actual event.
- B. Requests will be considered if the topic of the proposed conference is directly related to the mission of DCYF and/or the client systems served by the Department:
 - 1. A detailed outline of the conference agenda must be submitted.
 - 2. A copy of the conference goals and objectives must be submitted.
 - 3. A resume for all of the major speakers or panelists must be submitted.
 - 4. The conference must be open to the public or be available to a broad spectrum of social service providers.
 - 5. DCYF staff should be able to attend the conference at either no cost or a reduced cost.
- C. The Coordinator of Staff Development and Training will make a determination (either positive or negative) as to DCYF co-sponsorship. The Coordinator sends a recommendation to the Associate Director of Management and Budgeting for review. Approved recommendations are forwarded to the Director.
- D. After the Director approves co-sponsorship, the Coordinator of Staff Development and Training provides a written decision to the conference coordinator.
- E. The Director determines the number of DCYF employees who will be allowed to attend the conference. Individuals will not be identified, only the number of employees per division or unit.